



Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
6.200	Information Sharing and Management Policy	00/00/00

PURPOSE

To establish a County Information Management Program supported by countywide policies to facilitate information sharing, improve coordination and delivery of services, and ensure the effective use of information technology and data-related assets.

REFERENCE

- Board of Supervisors Policy No. 6.100 – Information Technology and Security Policy.
- Board of Supervisors Policy No. 7.100 – Identity Theft Prevention Program
- Board of Supervisors Policy No. 3.040 – General Records Retention and Protection of Records Containing Personal and Confidential Information
- Health Insurance Portability and Accountability Act (HIPAA) of 1996
- Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009
- Amended sections 114 and 315 of the Fair and Accurate Credit Transactions (FACT) Act of 2003

POLICY

There is a growing demand for the sharing and exchange of information across County programs, departments, and service clusters within established County privacy and security policies and standards in accordance with, but not limited to the Countywide Information Security Program Policy No. 6.100. The Office of the CIO (CIO) will establish a County Information Management Program that will collaboratively work with County stakeholders to:

- Develop and adopt an Information Management Framework to facilitate the development and adoption of a County Information Architecture, data standards, practices and technologies.
- Develop and implement a governance process for data stewardship and managing the quality of County enterprise data.

- Provide advice to departments, agencies and or commissions of the requirement to utilize the Information Management Framework.
- Oversee and ensure the adoption of approved data standards and technologies.
- Ensure alignment with the Countywide Information Security Program.

The County Information Management Program will establish County data standards and technologies to which departments shall adhere. Departments, at their discretion, may enhance the County data standards by defining additional data standards based on their business requirements.

RESPONSIBILITIES

Departments, Agencies and Commissions

Department heads are responsible for ensuring appropriate information technology (I/T) use within their department.

Chief Data Officer, Office of the Chief Information Officer

The Chief Data Officer reports to the Chief Information Officer (CIO) and is responsible for the Information Management Program for the County. Responsibilities include:

- Collaborating with the County's various information sharing projects and initiatives to create an Information Management Strategy and to create data standards that facilitate countywide information sharing and management.
- Collaborating with the Chief Information Security Officer (CISO) to ensure compliance with County privacy and security policies and standards, and alignment with the County Information Security Program and County Information Security Strategic Plan.
- Work with the CIO Leadership Committee and CIO Council to:
 - Develop an end-to-end approach for information management from intelligent data capture, to master data management and data quality management.
 - Adopt a strategic approach to data governance, as well as develop and implement data sharing policies and standards.
 - Identify opportunities to reduce information sharing project and operating costs using adopted data sharing and exchange standards, practices and technologies.
- Evaluating, designing and implementing common technologies and information management best practices that maximize County investments and reduce project and operating costs.

Department Information Technology Management/CIO

Department I/T management shall be responsible for organizational adherence to countywide technology and information management policies. Where appropriate,

Department I/T manager or Chief Information Officer, will designate an individual(s) who will work collaboratively with the County Data Officer to develop and implement data standards, practices and technologies.

Policy Exceptions

Requests for exceptions to this Board policy shall be reviewed and approved by the CIO and CISO with notification to the Board of Supervisors. Departments requesting exceptions shall document and submit their requests to the CIO. The request should specifically state the scope of the exception along with the justification for granting the exception, the potential impact(s) and risk(s) granting the exception, costs and timeframes for complying with the policies set forth herein. The CIO shall review such requests, confer with the requesting department. CIO will notify Board of any and all exemptions granted for this policy.

RESPONSIBLE DEPARTMENT

Office of the Chief Information Officer (CIO).

DATE ISSUED/SUNSET DATE

Issue Date: December 1, 2011

Sunset Date: November 31, 2016



Office of the CIO
CIO Analysis (DRAFT)

NUMBER:

CA xx-xx

DATE:

Enter a date.

SUBJECT:

Board Letter Subject/Title

RECOMMENDATION:

☒ Approve

☐ Approve with modification

☐ Disapprove

CONTRACT TYPE:

☐ New contract

☐ Sole Source

☐ Amendment to Contract #: Enter contract #.

☐ Other: Describe contract type.

CONTRACT COMPONENTS:

☐ Software

☐ Hardware

☐ Telecommunications

☐ Professional Services

SUMMARY:

Department executive sponsor: [Click here to enter text.](#)

Description: [Click here to enter text.](#)

Contract amount: Enter contract amount. Funding source: Enter funding source.

☐ Legislative or regulatory mandate?

☐ Subvened/Grant funded: Enter %

**Strategic and
business analysis**

PROJECT GOALS AND OBJECTIVES:

Has a project charter been established and a business justification made?
Are project goals and objectives clearly described? Are they reasonable?

BUSINESS DRIVERS:

Have business drivers been clearly defined and communicated? Are they reasonable?

PROJECT ORGANIZATION:

[Click here to enter text.](#)

PERFORMANCE METRICS:

[Click here to enter text.](#)

STRATEGIC AND BUSINESS ALIGNMENT:

Describe alignment with business objectives and CIO Strategic Directions

PROJECT APPROACH:

COTS vs. custom developed. Phased vs. big bang implementation.

	ALTERNATIVES ANALYZED: Click here to enter text.
Technical Analysis	ANALYSIS OF PROPOSED IT SOLUTION: Provide analysis of proposed IT solution in terms of alignment with CIO Strategic Directions, as well as programmatic considerations, e.g. information security, information sharing opportunities, consideration for strategic sourcing, etc.
Financial analysis	BUDGET: One-time costs Hardware..... \$ Enter amount. Software \$ Enter amount. Services..... \$ Enter amount. County staff..... \$ Enter amount. Total one-time Costs: \$ Enter amount. Ongoing annual costs: Hardware..... \$ Enter amount. Software \$ Enter amount. Services..... \$ Enter amount. County staff..... \$ Enter amount. Annual ongoing costs: \$ Enter amount. Describe assumptions and financing methods, if applicable.
Risk analysis	RISK MITIGATION: 1. Describe risk in terms of probability, impact and mitigation measure(s).
CIO Approval	PREPARED BY: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ Name, Sr. Associate CIO</div> <div>_____ Date</div> </div> APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ Richard Sanchez, County CIO</div> <div>_____ Date</div> </div>

Please contact the Office of the CIO (213.253.5600 or info@cio.lacounty.gov) for questions concerning this CIO Analysis. This document is also available online at <http://ciointranet.lacounty.gov/>